

## CONVEYANCE TAX CERTIFICATE

CLIP THIS FORM TO DOCUMENT TO BE RECORDED AND MAIL OR  
DELIVER TO THE BUREAU OF CONVEYANCES

DO NOT STAPLE

TAX MAP KEY				
Z	S	PLAT	PARCEL	CPR NO.

ISLAND \_\_\_\_\_ APT. NO. \_\_\_\_\_

**NAME(S) OF PARTIES TO THE DOCUMENT (Please Type or Print)**

**SELLERS / TRANSFERORS, ETC.**

**PURCHASERS / TRANSFEREES, ETC.**

DATE OF TRANSACTION: \_\_\_\_\_

Complete the applicable lines below. For more information, see Instructions on reverse side.

SALE, AGREEMENT OF SALE (A/S), ASSIGNMENT OF A/S, OR OTHER TRANSFER/CONVEYANCE:

1. Sale Price ..... 1

EXCHANGE OF PROPERTIES:

2a. Market value of all property(ies) exchanged ..... 2a

2b. Other consideration ..... 2b

2c. Total (Add lines 2a and 2b) ..... 2c

ASSIGNMENT OF LEASE:

3a. Sale price of leasehold ..... 3a

3b. Value of any increase in lease rental capitalized at 6% (See Instructions) ..... 3b

3c. Total (Add lines 3a and 3b) ..... 3c

LEASE OR SUBLEASE:

4a. Rent capitalized at 6% (See Instructions) Term \_\_\_\_\_ years beginning: \_\_\_\_\_  
1st period \_\_\_\_\_ yrs @ \$ \_\_\_\_\_ /yr. 2nd period \_\_\_\_\_ yrs @ \$ \_\_\_\_\_ /yr.  
3rd period \_\_\_\_\_ yrs @ \$ \_\_\_\_\_ /yr. 4th period \_\_\_\_\_ yrs @ \$ \_\_\_\_\_ /yr.  
Total rent capitalized at 6%. ..... 4a

4b. Sales price or premium for the lease ..... 4b

4c. Total (Add lines 4a and 4b) ..... 4c

TAX COMPUTATION AND BALANCE DUE:

5. Amount from line 1, 2c, 3c, or 4c ..... 5

6. Less: personal property included in amount on line 5, if applicable ..... 6

7. Difference — Actual and full consideration (line 5 minus line 6) ..... 7

8. Conveyance Tax (Multiply line 7 by .0010) ..... 8

9a. Penalty. For late filing (See Instructions) ..... 9a

9b. Interest. For late payment (See Instructions) ..... 9b

10. Total Balance Due (Line 8, and if applicable, add lines 9a and 9b) ..... 10

If document will not be recorded, please provide: (1) land area; and (2) address or short legal description of property here: \_\_\_\_\_

Please provide mailing address for assessment notice:

NAME

ADDRESS

ZIP

Please provide real property billing address, if different from assessment address:

NAME

ADDRESS

ZIP

**REPORTING OF REAL PROPERTY INTERESTS LOCATED ON THE ISLAND OF OAHU THAT ARE OWNED OR ACQUIRED BY FOREIGN PERSONS.**

Check the applicable box(es) if the transferor and/or the transferee is a foreign person. ☐ Transferor ☐ Transferee

Under Honolulu Ordinance No. 90-68, a "foreign person" is any individual who is not a U.S. citizen or an alien resident. The term applies to business enterprises organized under foreign law, or their principal place of business is in a foreign country, or 25% or more of the equity or ownership interest is foreign.

**DECLARATION**

I (We) declare, under the penalties prescribed for false declaration in section 231-36, Hawaii Revised Statutes (HRS), that this certificate (including accompanying schedules or statements) has been examined by me (us) and, to the best of my (our) knowledge and belief, is a true, correct, and complete certificate, made in good faith, for the actual and full consideration paid on the conveyance to which this certificate is appended, pursuant to the Conveyance Tax Law, chapter 247, HRS.

**SIGNATURE(S) - Seller(s) / Transferor(s), Etc.**

**SIGNATURE(S) - Purchaser(s) / Transferee(s), Etc.**

DAYTIME PHONE NO.: ( ) -

DAYTIME PHONE NO.: ( ) -

## INFORMATION —

A Conveyance Tax Certificate Form P-64A, declaring the consideration paid, must be filed for each document conveying any interest in realty which is subject to a conveyance tax. Form P-64B must be filed for documents exempt from the conveyance tax. Certain tax exempt documents do not require a certificate; see instructions for Form P-64B. When properties are sold or leased by the federal, state, or county governments, the purchasers or lessees must pay the conveyance tax and file Certificate Form P-64A declaring the actual and full consideration.

The actual and full consideration to be reported on this certificate means the price or amount (whether cash or otherwise) actually paid or ultimately required to be paid for real property including the value of any liens, or encumbrances thereon at the time of sale, lease, sublease, assignment of lease, agreement of sale, assignment of agreement of sale, transfer, or conveyance. A *lien* is a charge or security or encumbrance upon the property. An *encumbrance* is a claim, lien, charge, or liability attached to and binding real property; e.g., a mortgage; judgement lien; mechanics' lien; lease; security interest; easement or right of way; accrued and unpaid taxes.

The person subject to the tax (usually the seller), or a duly authorized representative, must sign the certificate. The certificate must be filed at the Bureau of Conveyances no later than 90 days after the date of transaction, and in any event, prior to, or at the time of recordation or filing. No document for which a certificate is required to be filed shall be accepted for recordation by the Bureau of Conveyances unless such certificate has been filed. The date of transaction is the date the document is executed, or the date of the last acknowledgement, whichever is later.

The conveyance tax is calculated at the rate of ten cents (\$.10) on each one hundred dollars (\$100) of actual and full consideration. The minimum tax on each conveyance is one dollar (\$1.00). The penalty for false declaration is a fine of not less than \$500 nor more than \$1,000 or imprisonment for not more than one year, or both.

The law provides a penalty of 5% of the tax due for each month or part of a month, the certificate P-64A is late (maximum 25%) unless you can show reasonable cause for the delay. Also, interest will be charged on taxes not paid by their due date. The interest rate for not paying tax when due is 2/3 of 1% of the unpaid amount (i.e., sum of tax due plus amount of penalty) for each month or part of a month it remains unpaid.

## INSTRUCTIONS —

**TAX MAP KEY —** Provide tax map key (TMK) of parcel(s) conveyed. For condominiums, list the horizontal property regime (HPR) number next to the tax map key. If there are several TMKs, attach a separate continuation sheet to report them as well as the related value for each parcel.

**ISLAND —** Identify the island where the real property interest is located.

**APARTMENT NUMBER —** Furnish the apartment number where applicable.

**NAMES OF PARTIES —** List the names of all parties to the document. Attach a separate list if the names of the sellers/transferees and purchasers/transferees exceed the space provided.

**DATE OF TRANSACTION —** Enter the appropriate date as explained under **Information** above.

**SALE, AGREEMENT OF SALE (A/S), ASSIGNMENT OF A/S, ETC., EXCHANGE OF PROPERTIES, OR ASSIGNMENT OF LEASE —** State the actual and full consideration paid for the real property interest, including liens, encumbrances, assumptions of mortgage, special assessments, and other consideration even if not stated in the document. In exchanges of property,

declare the market values of all property being exchanged plus any other consideration. In assignments of lease, report the sale price plus the value of any increase in the lease rental capitalized at 6% where applicable.

**LEASE OR SUBLEASE —** Multiply the annual lease rent by the proper Inwood Factor (see Inwood Table below for factor) or the equivalent present day valuation table at the rate of 6%. Also, add to the result the actual and full consideration paid for the leasehold, including building(s). Only leases or subleases with terms of 5 years or more are subject to the tax.

Example — A. Lease of 55 years, rent fixed for 40 years  
at \$240/yr., \$240 X 15.990  
(55 yrs. factor) = \$ 3,838.00

(*Note: Although the rent is fixed for only 40 years,  
use the same rent for entire term of the lease.*)

B. Price paid for leasehold property 27,150.00

C. Actual and full consideration for  
lease (or sublease) \$30,988.00

Determining Annual Lease Rent Under Other Leasehold Terms:

- 1) Straight Rental Lease With Only Portion of Term Fixed. Multiply annual fixed rent to the factor that corresponds to the entire term of the lease.
- 2) Percentage Lease With Fixed Minimum Rent. Use the minimum rent only and multiply the factor that corresponds to the entire term of the lease.
- 3) Percentage Lease With No Minimum Rent. Estimate the average annual rent expected during the first 10-year period and multiply the factor that corresponds to the entire term of the lease.
- 4) Graduated or Step-Up Lease. (See example below.)  
A property is leased for a term of 40 years at the following rents:  
*1st period —* 5 years at \$7,200/yr. (Use 5-year factor.)  
*2nd period —* Next 5 years at \$7,800/yr. (Use 10-year factor minus 5-year factor.)  
*3rd period —* Next 10 years at \$8,400/yr. (Use 40-year factor minus 10-year factor.)  
*4th period —* Remaining 20 years subject to reappraisal.

Capitalize the rent as follows:

1st period rent value = \$7,200 X 4.212 = \$ 30,326.00  
2nd period rent value = \$7,800 X (7.360 - 4.212) = 24,554.00  
3rd & 4th period rent value = \$8,400 X (15.046 - 7.360) = 64,562.00

Capitalized Value of Graduated Lease Rentals \$119,442.00

**REPORTING OF REAL PROPERTY INTERESTS LOCATED ON OAHU OWNED OR ACQUIRED BY FOREIGN PERSONS —** For more information, contact the City and County of Honolulu, Department of Finance, Real Property Technical Office at 842 Bethel Street, Honolulu, Hawaii 96813, (808) 527-5521 or (808) 527-5512.

**SIGNATURE(S) —** Required from the seller(s)/transferor(s), purchaser(s)/transferee(s), or their duly authorized representative. If there are several signatures, attach a separate continuation sheet.

**FOR TAX INFORMATION —** Contact the Department of Taxation, Technical Review Office, P.O. Box 259, Honolulu, Hawaii, 96809-0259, (808) 587-1577.

**FOR FILING FEE INFORMATION —** Contact the Bureau of Conveyances, P.O. Box 2867, Honolulu, Hawaii 96803-2867, (808) 587-0147.

### INWOOD FACTORS AT 6%

Years	Factor	Years	Factor	Years	Factor	Years	Factor	Years	Factor	Years	Factor	Years	Factor
1	0.943	16	10.105	31	13.929	46	15.524	61	16.190	76	16.467	91	16.583
2	1.833	17	10.477	32	14.084	47	15.589	62	16.217	77	16.479	92	16.588
3	2.673	18	10.827	33	14.230	48	15.650	63	16.242	78	16.489	93	16.592
4	3.465	19	11.158	34	14.368	49	15.707	64	16.266	79	16.499	94	16.596
5	4.212	20	11.469	35	14.498	50	15.761	65	16.289	80	16.509	95	16.600
6	4.917	21	11.764	36	14.620	51	15.813	66	16.310	81	16.518	96	16.604
7	5.582	22	12.041	37	14.736	52	15.861	67	16.330	82	16.526	97	16.608
8	6.209	23	12.303	38	14.846	53	15.906	68	16.349	83	16.534	98	16.611
9	6.801	24	12.550	39	14.949	54	15.949	69	16.367	84	16.541	99	16.614
10	7.360	25	12.783	40	15.046	55	15.990	70	16.384	85	16.548	100	16.617
11	7.886	26	13.003	41	15.138	56	16.028	71	16.400	86	16.555		
12	8.383	27	13.210	42	15.224	57	16.064	72	16.415	87	16.561		
13	8.852	28	13.406	43	15.306	58	16.098	73	16.429	88	16.567		
14	9.294	29	13.590	44	15.383	59	16.131	74	16.443	89	16.573		
15	9.712	30	13.764	45	15.455	60	16.161	75	16.455	90	16.578		

For leases with terms of more than 100 years, refer to Inwood Tables or an equivalent table that computes present value of \$1.00 per period at an interest rate of 6% per period..